

## Community Pathways Waiver – Draft Proposal

Service Type: Statutory

Service (Name): Supported Employment

Alternative Service Title: **EMPLOYMENT DISCOVERY AND CUSTOMIZATION**

### Service Definition:

- A. Employment Discovery and Customization services are time limited services to identify and develop customized employment options for participants working towards competitive integrated employment.
- B. Employment Discovery is a time-limited comprehensive, person-centered, community-based employment planning process. The Employment Discovery process and activities include:
  - 1. Visits to the participant's home;
  - 2. Assessment of the community surrounding the participant's home;
  - 3. Work skills and interest inventory;
  - 4. Community-based job trials and/or community-based situations in order to identify skills, interest, and learning style.
  - 5. Identification of the ideal conditions for employment for the participant which may include self-employment; and
  - 6. Development of an Employment Discovery Profile with all pertinent information about the participant's skills, job preferences, possible contributions to an employer, and useful social networks. The profile may also include a picture or written resume.
- C. Customization is support to assist a participant to obtain a negotiated competitive integrated job. The Customization process and activities include:
  - 1. The use of the participant's social network, community resources and relationships, the American Job's Centers, and provider business contacts to identify possible employers.
  - 2. Flexible strategies designed to assist in obtaining a negotiated competitive integrated job including: (a) job development, (b) job carving, (c) job sharing, (d) self-employment; and other national recognized best practices, based on the needs of both the job seeker and the business needs of the employer.

### SERVICE REQUIREMENTS:

- A. Employment Discovery and Customization services and supports are provided for participants wanting to work in competitive integrated jobs paid by a community employer or through self-employment.
- B. A participant's Person-Centered Plan may include a mix of employment and day related waiver services such as Day Habilitation, Community Development Services, Transitional Employment Services, and Supported Employment Services provided on different days.
- C. Transportation to and from and within this services is included within the Employment Discovery and Customization service. Transportation will be provided or arranged by the licensed provider and funded through the rate system. The licensee shall use the mode of transportation which achieves the least costly, and most appropriate, means of transportation for the individual with priority given to the use of public transportation when appropriate.

- D. Employment Discovery and Customization does not include volunteering, apprenticeships, or internships unless it is part of the discovery process and time limited;
- E. Employment Discovery and Customization services can also include personal care, behavioral supports, and delegated nursing tasks to support the activity.
- F. Prior to accessing DDA funding for this service, all other available and appropriate funding sources, including but not limited to those offered by Maryland's Medicaid State Plan, Division of Rehabilitation Services ("DORS"), State Department of Education, and Department of Human Resources, must be explored and exhausted. These efforts must be documented in the participant's file.
- G. To the extent any listed services are covered under the Medicaid State Plan, the services under the waiver will be limited to additional services not otherwise covered under the Medicaid State Plan, but consistent with waiver objectives of avoiding institutionalization.
- H. Documentation must be maintained in the file of each participant receiving this service that the service is not available under a program funded under section 110 of the Rehabilitation Act of 1973 or the IDEA (20 U.S.C. 1401 et seq.).

**Specify applicable (if any) limits on the amount, frequency, or duration of this service:**

- A. Employment Discovery and Customization activities must be completed within a six (6) month period unless otherwise authorized by the DDA.
- B. Employment Discovery and Customization services are provided Monday through Friday only.
- C. Employment Discovery and Customization services may not exceed a maximum of eight (8) hours per day (including other Supported Employment, Transitional Employment Services, Community Development Services and Day Habilitation services).

**Service Delivery Method (check each that applies)**

- ☒ Participant Directed as specified in Appendix E
- ☒ Provider Managed

**Specify whether the service may be provided by (check all that applies):**

- ☐ Legally Responsible Person
- ☐ Relative
- ☐ Legal Guardian

**Provider Specifications:** (Instructions list the following for each type of provider that can deliver the services):

Provider Category	Provider Type Title
Individual	Individual – for self-directed services
Agency	DDA Approved Provider

<b>Provider Category:</b> Individual
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**Provider Type:** Individual for self-directed services

**Provider Qualifications License (specify):**

**License (specify):**

**Certificate (specify):**

The FMS must ensure the individual or entity performing the service meets the qualifications noted below as applicable to the service being provided.

Staff must:

1. Be trained on person-specific information (including preferences, positive behavior supports, when needed and disability-specific information);
2. Possess current appropriate licenses/certifications and trainings, as required by regulations based on service provided and needs of the person at time of service; and
3. Successfully pass a criminal background investigation and any other required background checks and credential verification as provided in Appendix C-2-1a.

#### **Verification of Provider Qualifications Entity**

**Responsible for Verification:**

- Fiscal Management Service providers for verification of individual specific qualifications

**Frequency of Verification:**

- Fiscal Management Services - prior to service delivery

<b>Provider Category:</b> Agency
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**Provider Type:** DDA Approved Provider

**Provider Qualifications License (specify):**

**License (specify):**

**Certificate (specify):**

**Other Standard (specify):**

DDA Approved Provider as per COMAR Chapter 10 Title 22

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3. Successfully pass a criminal background investigation and any other required background checks and credential verification as provided in Appendix C-2-1a.

### **Verification of Provider Qualifications Entity**

#### **Responsible for Verification:**

- DDA for license to provide service
- Provider for individual staff member's licenses, certifications, and training

#### **Frequency of Verification:**

- DDA – annual for license
- Provider – prior to service delivery and annually thereafter